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CENTRAL INTELLIGENCE GROUP  
NEW WAR DEPARTMENT BUILDING  
WASHINGTON 25, D. C.

*Publ. and*

*Have asked Baquell to rewrite this to show his recommendations as to ways to eliminate print lag in reproduction etc*  
2 October 1947  
MEMORANDUM FOR DEPUTY ASSISTANT DIRECTOR FOR OPERATIONS

SUBJECT: FDB Periodical Abstracts

1. Five Scientific and one General Foreign Documents Branch Periodical Abstracts have been published since the project was initiated in July.

2. We have made a strong effort to put Periodical Abstracts on a current basis. Fluctuations of experienced personnel, downward, have prevented this to date.

3. Duplimat (called "paper plate" by printers as compared to zinc photographic plate) requires near-errorless typing for clean reproduction. We have trained only two typists for this work thus far, due to dearth of personnel, and one of these trained typists was lost through Army attrition.

4. Time lag in reproduction of Periodical Abstracts through Reproduction Division, CIA, has varied from three working days to fifteen working days. (See attached production table.)

25X1A

5. [ ] and [ ] of Reproduction Division explain that with only two lithograph operators theirs is also a personnel problem.

25X1A

6. Editorial Section, FDB, has six assigned typists, one proofreader, two clerks, and one draftsman. One clerk is used as a specialty typist, for difficult tabular work and varitype operation as well as general checking and minor supervision. Another clerk is used for checking and proofreading. A typist is being used as a mimeograph operator, at her own request in order to rest her eyes. Three typists have been used on JCF cards, but it has been intended to convert one of these to Periodical Abstracts production.

7. The following backlogs are current in Editorial Section's production unit:

<u>Ready for Mimeographing</u>	
Weather Observations	270 pp
Korean Communist Party	14 pp
Bacteriology (Med Panel)	200 pp

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ICF Cards (a continuing project)

2,036 cards

Typing

Periodical Abstracts

6 publications

ICF Cards

(Continuous)

Translations, CD Requests et al

13 publications in-  
volving approxi-  
mately 625 pages  
of typing.

Drafting

25X1A

Eleven of the above publications require extensive  
drafting work.



J. J. BAGNALL  
Acting Chief, Foreign Documents Branch.

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PERIODICAL ABSTRACTS REPRODUCTION SCHEDULE TO DATE

	<u>Submitted</u>	<u>Returned</u>	<u>Work-day Lag</u>
Scientific No 1	29 Jul	6 Aug	6 days
Scientific No 2	4 Aug	14 Aug	8 days
Scientific No 3	8 Aug	14 Aug	3 days
Scientific No 4	14 Aug	26 Aug	7 days
Scientific No 5	19 Aug	27 Aug	5 days
General No 1	22 Aug	12 Sep	15 days
Scientific No 6	11 Sep	?	(not returned)

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